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| **Mr.Jurgens**   |  | | --- | | **Image Formatting in Microsoft Word** | |

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| CATEGORY | **4** | **3** | **2** | **1** |
| **Creativity** | Several of the graphics or objects used in the assignment reflect an exceptional degree of student creativity in their creation and/or display | The assignment reflects students creativity in their creation and/or display. | The assignment is adequate, but the ideas were typical rather than creative. | The student displayed little creativity in their assignment. |
| **Quality of Construction** | The assignment shows considerable attention to construction. The items are neatly trimmed and constructed. All items are carefully placed appropriately. There are no images that look out of place. | The assignment shows attention to construction. The items are neatly trimmed and constructed. A few images seem out of place | The assignment shows some attention to construction. Most items are neatly trimmed and placed. | The assignment was put together carelessly. Items appear to be just "slapped on". |
| **Making use of the program (Microsoft Word)** | The student explored several of the different tools allowed for editing and modifying pictures/text. They went above and beyond expectations for this assignment. | The student used some of the different tools available for editing images/text (cropping, contrast levels, etc. They did an adequate job of showing they understand the program. | The student did not use any of the tools available to edit or modify any of their images/text but they did place their images/text and word art on the page properly using image formatting. | The student did not use and of the tools available for editing and did not format their image and word art for proper placement on their page. |
| **Design** | Images are trimmed and or drawn to an appropriate size and interesting shape and are arranged well, some in front and some behind. Care has been taken to balance the pictures/text across the page. | Images are trimmed and or drawn to an appropriate size and shape and are arranged with some items in front and others behind. The page, however does not appear balanced. | Images have been trimmed and or drawn to an appropriate size and shape, but the arrangement of items is not very attractive. It appears there was not a lot of planning of the item placement. | Graphics are untrimmed OR of inappropriate size and/or shape. It appears little attention was given to designing the assignment. |